

**“TaskManager
has delivered me
from the night-
mare of project
tracking
paperwork.”**

WILLIAM T. SAND
Chief Engineer
Hathaway Corporation

Quala™

If you manage people and jobs, coordinate due dates and juggle workloads, TaskManager™ can help you, too. This practical management tool lets you spot conflicts and overloads, balance schedules and ultimately, get more done in less time.

Handles up to 999 separate tasks.

Enter all the projects that you need to oversee, organize and keep moving. TaskManager becomes your one centralized information base.

Keeps track of 11 pieces of data for each task. The system accepts the following task information:

- task number
- description of task
- priority of task
- beginning date of task
- completion date of task
- department assigned
- person responsible
- project identifier
- sub-project identifier
- man-hours
- percent complete

Lets you add, revise update and manipulate this data. Being able to manipulate every task is where TaskManager really pays off. You can literally request hundreds of different report combinations!

Gives you reports in three different forms on your screen or printer.

GANTT CHARTS. This allows you to get a fast, visual assessment of where each project is in terms of beginning and completion dates. Use it to spot conflicts, problem areas, bottlenecks and open time.

TASK LISTINGS. All of the information on a given task is shown in a convenient form organized by either department, individual, project, completion date, etc. Use it to review progress and workloads.



MAN-HOURS SUMMARY REPORT.

This summarizes the man-hours and average percent complete for all tasks meeting given selection criteria i.e. total man-hours and average percent complete committed by a given person or department against a given project in a certain quarter. Use it to assess time investments, profitability and performance.

Improves communications with your personnel.

TaskManager eliminates misunderstandings and incomplete instructions. The reports make sure everyone knows what to do when. Simply give each department manager or individual employee the report pages that pertain to their responsibilities

Makes management reviews easier and more efficient. The TaskManager reports give you the current status on each project. You're ready to indicate slippages and due dates and articulate job percent completion figures. You're well-prepared!

Quick to learn. Easy to use. Each screen is self-prompting and straight forward. The maximum time it takes to learn TaskManager and become proficient is approximately one hour!

Requires IBM Personal Computer, IBM DOS (1.0, 1.1 or 2.0), 128K memory and 80 column display. The computer will need at least one disk drive. TaskManager also runs on Compaq and other compatible computers.

For more information call or write:

Quala™
23026 Frisca Drive
Valencia, California 91355
(805) 255-2922